

Housing Element Update Guidance



Attachment 2: Completeness Checklist



Public Participation (Section 65583(c)(8))

(See Building Blocks at http://www.hcd.ca.gov/hpd/housing_element2/GS_publicparticipation.php)

	Page(s)	Comments
Description of diligent effort to include all economic segments of the community and/or their representatives in the development and update of the housing element (e.g., types of outreach, meetings, appropriate languages, list of invitees and general comments and how they were incorporated)	1-5	Held six public review meetings with planning commission and council.

Review and Revise (Section 65588)

(See Building Blocks at http://www.hcd.ca.gov/hpd/housing_element2/GS_reviewandrevise.php)

	Page(s)	Comments
Progress in implementation – A description of the actual results or outcomes of the prior element's goals (i.e., what happened), objectives, policies, and programs. Include quantification of results where possible (e.g., number of units rehabilitated) and may be qualitative where necessary (e.g., mitigation of governmental constraints)	Appendix	
Effectiveness of the element – For each program, include an analysis comparing significant differences between what was projected or planned in the earlier element and what was achieved. Analyze the differences to determine where the previous housing element met, exceeded, or fell short of what was anticipated	Appendix	
Appropriateness of goals, objectives, policies and programs – A description of what has been learned based on the analysis of progress and effectiveness of the previous element. A description of how the goals, objectives, policies, and programs in the updated element are being changed or adjusted to incorporate what has been learned from the results of the previous element	Appendix	



Housing Needs Assessment (Section 65583(a)(1 and 2))

(See Building Blocks at http://www.hcd.ca.gov/hpd/housing_element2/HN_home.php)

	Page(s)	Data Source (if not identified in the housing element)	Comments
Quantification and analysis * of existing and projected housing needs	This section pre- approved		2-1 to 2-6 2-13 to 2-16
Populations and employment trends, including documentation of projections	This section pre- approved		2-1 to 2-6 2-13 to 2-16
Housing and Household characteristics, including: <ul style="list-style-type: none"> Level of payment compared with ability to pay (overpaying households) Housing stock conditions Overcrowded households 	This section pre- approved		2-7 to 2-11 2-20 to 2-22
Existing and projected needs for all income levels, including: <ul style="list-style-type: none"> Regional Housing Need Allocation (RHNA) Existing housing need for extremely low income households Projected housing need for extremely low income households based on RHNA or Census (see Section 65583(a)(1)) 	This section pre- approved		2-22 2-31 to 2-34

* Analysis is defined as a description and evaluation of specific needs, characteristics and resources available to address identified needs



Persons with Special Needs (Section 65583(a)(7))

(See Building Blocks at http://www.hcd.ca.gov/hpd/housing_element2/HN_SHN_home.php)

	Page(s)	Data Source (if not identified in the element)	Comments
Identification and analysis of any special housing needs including:*			
<ul style="list-style-type: none"> Elderly 	This section pre-approved		2-24 to 2-25
<ul style="list-style-type: none"> Persons with disabilities, including developmental disabilities (See Memo at http://www.hcd.ca.gov/hpd/NoticeCoverLtrSB812.pdf) 	This section pre-approved		2-26 to 2-30
<ul style="list-style-type: none"> Large households 	This section pre-approved		2-30 to 2-31
<ul style="list-style-type: none"> Farmworkers (seasonal and permanent) 	This section pre-approved		2-34
<ul style="list-style-type: none"> Female headed households 	This section pre-approved		2-30
<ul style="list-style-type: none"> Homeless (annual and seasonal) ** 	This section pre-approved		2-32 to 2-34
<ul style="list-style-type: none"> Other 	This section pre-approved		2-29
<p>* Analysis is defined as a description and evaluation of specific needs, characteristics and resources available to address identified needs</p> <p>** See Section 65583(a)(7) for additional information regarding this requirement</p>			



At-risk Units (Section 65583(a)(9))

(See Building Blocks at http://www.hcd.ca.gov/hpd/housing_element2/EHN_atrisk.php)

	Page(s)	Comments
Inventory of at-risk units (10 years from the housing element due date) (Section 65583(a)(9)(A))	2-35 to 2-38	
Estimate of replacement versus preservation costs (Section 65583(a)(9)(B))	2-38	
Identification of qualified entities Section 65583(a)(9)(C))	2-38 to 2-39	
Identification of potential funding Section 65583(a)(9)(D))	4-35 to 4-40	
Note: Section 65583(a)(9) has many detailed requirements. Agencies with at-risk units should review the specific statutory requirements to ensure a complete analysis.		

Potential Governmental and Non-governmental Constraints (Section 65583(a)(5 and 6))

(See Building Blocks at http://www.hcd.ca.gov/hpd/housing_element2/CON_home.php)

	Page(s)	Comments
<u>Potential Governmental Constraints</u>		
Include an analysis of actual and potential governmental constraints for each of the following:		
Land use controls (e.g., parking, lot coverage, heights, unit sizes, open space requirements, floor area ratios, growth controls (e.g., caps on units or population or voter approval requirements))	3-9	
Building codes and their enforcement (e.g., current CBC, any local amendments and local code enforcement programs)	3-21	
Site improvement requirements (e.g., street widths, etc.)	3-12 to 3-18	
Fees and other exactions (e.g., analyze all planning and impact fees and impact on total development costs)	3-18 to 3-21	



Local processing and permit procedures (e.g., typical processing times, permit types by housing type, decision-making criteria and bodies)	3-23 to 3-26	
Housing for persons with disabilities (e.g., definition of family, concentration requirements, reasonable accommodation procedures)	3-26 to 3-28	
Potential and actual constraints on the development of a variety of housing types for all income levels, including multifamily rental housing, factory-built housing, mobiles homes, housing for agricultural employees, supportive housing, single-room occupancy units, emergency shelters and transitional housing	3-10 to 3-12	
Local efforts to remove governmental constraints that hinder the locality from meeting its share of the regional housing need	3-14 to 3-17	
Local efforts to remove governmental constraints that hinder meeting the need for housing for persons with disabilities, supportive housing, transitional housing and emergency shelters	3-27	
Transitional housing and supportive housing as a residential use of property and subject only to those restrictions that apply to other residential dwellings of the same type in the same zone	3-27	
<u>Potential Non-governmental Constraints</u> Include an analysis of actual and potential non-governmental constraints for each of the following:		
Availability of financing	3-3 to 3-5	
Price of land	3-1 to 3-3	
Cost of construction	3-2 to 3-3	



Sites Inventory and Analysis (Section 65583(a)(3) and 65583.2))

(See Building Blocks at http://www.hcd.ca.gov/hpd/housing_element2/SIA_home.php)

	Page(s)	Comments
<p>Listing of properties by parcel number or other unique, reference showing for each parcel (Section 65583.2(b)(1) – (3):</p> <ul style="list-style-type: none"> • Size • General plan designation • Zoning category • For non-vacant sites, description of existing uses • Number of units that can be accommodated on each site 	<p>4-4</p> <p>4-11</p> <p>4-14</p> <p>4-16</p> <p>4-18</p> <p>4-23</p>	<p>Vacant Land</p> <p>Firehouse Square</p> <p>Emmett's Plaza</p> <p>Belmont Station</p> <p>Hill Street</p> <p>El Camino Real Sites</p>
* Sites available for Above Moderate income households and not served by public sewer need not be identified on a site specific basis (Section 65583.2(b)(6))		
General description of environmental constraints to the development of housing (Section 65583.2(b)(4))	3-6 to 3-8	
General description of infrastructure (planned/available) including water, sewer and other dry utilities, including availability and access to distribution facilities (Section 65583.2(b)(5))	4-29 to 4-31	
<p>In determining the number of units on each site, indicate how the number of units was determined.</p> <ul style="list-style-type: none"> • If development is required at minimum density, indicate the number of units at the minimum density. No further analysis is required. • If development is not required at minimum density, demonstrate how the number of units were determined and adjust, if necessary, for local land use controls. 	4-21	



Number of units built between the start of the projection period and the deadline for adoption of the housing element (Government Code Section 65583.1(d))	n/a	No net increase
Number of units proposed using alternative provisions such as rehabilitation, conversion, preservation or second units (Section 65583.1). See checklist at http://www.hcd.ca.gov/hpd/housing_element2/examples/655831Checklist.pdf)	4-28	
	Page(s)	Comments
Identification of zoning for a variety of types:		
Multifamily rental housing	3-11	
Factory-built housing	3-11	
Mobilehomes	3-11	
Housing for agricultural employees	2-34	No agricultural workers
Emergency shelters (See Section 65583(a)(4) and the Department's memo at http://www.hcd.ca.gov/hpd/sb2_memo050708.pdf)	3-11	
Transitional and supportive housing (See Section 65583(a)(5) and the Department's memo at http://www.hcd.ca.gov/hpd/sb2_memo050708.pdf)	3-12	
Carryover obligation (AB 1233: Section 65584.09 – See memo at http://www.hcd.ca.gov/hpd/hrc/plan/he/ab_1233_final_dt.pdf)	None	



Quantified Objectives and Housing Programs (Section 65583(b) and (c)(1 through 6))

(See Building Blocks at http://www.hcd.ca.gov/hpd/housing_element2/PRO_home.php)

	Page(s)	Comments
Provide statement of quantified objectives (Section 65583(b)):		
<p>Maximum number of units, by income group, including extremely low-income of:</p> <ul style="list-style-type: none"> • new construction; • rehabilitation; and • conservation. 	5-20	
Include programs (Section 65583(c) and (c)(7)) with:		
<ul style="list-style-type: none"> • Schedule of specific actions; • Timeline for implementation with a beneficial impact in the planning period; and • Identification of agencies and officials responsible for implementing each program. 	Starting page 5-2	
Program(s) providing adequate sites (Section 65583(c)(1)):		
Programs to rezone and any other programs needed to address a shortfall of sites to accommodate the regional housing need, if applicable, and any programs included pursuant to Section 65583.2(h) and (i) or carryover obligation pursuant to Section 65584.09	n/a	
Programs to rezone and any other programs needed to address a shortfall of capacity for housing for farmworkers that could not be accommodated on sites identified in the inventory, if applicable.	n/a	
If applicable, programs to facilitate a variety of housing types, including multifamily rental, factory-built housing, mobilehomes, housing for agricultural employees, supportive housing, single room occupancy, emergency shelters and transitional and supportive housing	Starting page 5-10	



	Page(s)	Comments
Programs to assist in the development of housing for extremely low, very low, low and moderate income households (Section 65583(c)(2))	Starting page 5-5	
Program(s) to address governmental constraints (Section 65583(c)(3)):		
Programs to address governmental constraints and where appropriate and legally possible, to remove constraints to the maintenance, improvement and development of housing	Starting page 5-12	
Program to remove constraints on housing for persons with disabilities and provide reasonable accommodation for housing for persons with disabilities	5-16	Program 5.2
Program(s) to conserve and improve the condition of the existing affordable housing stock (Section 65583(c)(4))	5-3 to 5-4	
Program(s) to promote housing opportunities for all persons (Section 65583(c)(5))	Starting page 5-10	
Program(s) to preserve at-risk units (Section 65583(c)(6))	5-4	Program 1.4



Other Requirements

(See Building Blocks at http://www.hcd.ca.gov/hpd/housing_element2/OR_home.php) and http://www.hcd.ca.gov/hpd/housing_element2/SIA_conservation.php)

	Page(s)	Comments
Description of general plan consistency (Section 65583(c)(7))	1-4	
Analysis of construction, demolition and conversion of housing for lower income households in the Coastal Zone (Section 65588)	n/a	
Description of opportunities for energy conservation in residential development (Section 65583(a)(8))	4-32 to 4-35	
Water and Sewer Priority (Section 65589.7) See the HCD Memo at http://www.hcd.ca.gov/hpd/memo_sb1087.pdf . *	5-19	
SB 5 and AB 162 (Flood Hazard Land Management) See the HCD Memo at http://www.hcd.ca.gov/hpd/hrc/plan/he/ab_162_stat07.pdf *	3-6 to 3-7	Per FEMA, no flood hazard
SB 244 (Disadvantaged Communities) See Governor's Office of Planning and Research for technical assistance at http://opr.ca.gov/ *	n/a	No disadvantaged communities
* These are not required for a complete housing element and are not required to be part of the housing element and have been include as an information item to assist local governments in meeting requirements triggered by the housing element update schedule.		